

Setting Up a WISBuy PCard Marketplace Account

Step 1: Navigate to the WISBuy PCard Marketplace Sign In page at WISBuy.wi.gov.

Step 2: Click **Create Account**.

WISBUY WISCONSIN'S PCARD MARKETPLACE

SIGN IN

Please enter the login credentials in the fields below to sign in to the application.
Password is case-sensitive.

Are you an existing user?

User Name

Password

[Forgot your Password?](#)

SIGN IN

Are you a new user?

This application is accessible only to registered users.

[Resources and Training Information](#)

With your account you will:

- Be able to shop from multiple suppliers at State of Wisconsin contracted prices
- Be able to search, find, and compare products

CREATE ACCOUNT


Clicking this link will take you to guides, news, and other useful resources.

Powered by sciQuest

Note: **Resource and Training Information** is a hyperlink to the [WISBuy PCard Marketplace Website](https://WISBuy.wi.gov), where you can find helpful guides for using WISBuy, news, and other useful resources.

(Guide continues on next page)

Step 3: Enter your account information. All fields are required, with the exception of **Department**, which will only be filled out by DOC-Dental employees.



CREATE ACCOUNT

All fields are required except Department

Contact Information

First Name

Last Name

Phone Number

Area, Phone Number, Extension

Email Address

Business Unit/Agency: Type in your Agency (e.g., Admin)

Business Unit

Department (DOC-Dental Only)

Only DOC-Dental employees will use the **Department** field.

Login Information: Use your IAM (Network) ID if you have one.

User Name

User Names are not case sensitive.

Password

Confirm Password

Passwords are case sensitive. The minimum password length is 7. Passwords must include one upper case character and one number.


Security Question

Please enter a question and answer that we can prompt you with should you ever forget your password.

Question

Select the Security Check shown below

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Selecting a **Security Question** will allow you to reset your own password, should you forget it.

Submit

Cancel

- Enter your Contact Information
 - **First Name**
 - **Last Name**
 - **Phone Number**
 - **Email Address:** Enter your work email address.
- Enter your Business Unit/Agency
 - **Business Unit:** Enter the name of your Agency (e.g., Natural Resources or Revenue). As you start to type, you will see corresponding options autopopulate below. Select the appropriate Agency name.
- **Department (DOC-Dental Only):** If you are Corrections Dental Staff, select the corresponding option here. If you are not, this field will be left blank.
- **User Name:** For State employees, we recommend using your IAM (network) ID.
- **Password:** Passwords will not expire and must be at least 7 characters long and contain:
 - An uppercase letter
 - A lowercase letter
 - A number
- **Security Question:** While not required, you are strongly encouraged to select a security question and answer. If you do not do this step, you will be unable to reset your own password if you forget it and will have to contact WISBuy Support.
- Pass the Security Check
 - Check the **I'm not a robot** box and follow the on-screen prompts. Click **Submit** when complete.

Step 4: Click **Submit**.

- An email will be sent to your Agency Business Unit Administrator for approval.
- You will receive an email once your has been approved and you will then be able to login to WISBuy at [WISBuy at WISBuy.wi.gov](http://WISBuy.wi.gov).